

**APPENDIX 9. Activity Profile**

<b>PLANTS/ELECTRONICS COMBINED</b>		
<b>ACTIVITY</b>	<b>SCOPE Validation Meeting</b>	
<b>DESCRIPTION</b>	This meeting is the first official event on the new project before any site visits or engineering takes place. The review and validation of the scope of work to be performed during the project that is about to commence must be agreed upon. This meeting is used to clear up any misunderstanding about the scope and get a signed agreement or an MOU type of document by the end of the meeting.	
<b>PRINCIPAL PARTICIPANTS</b>	ANI Program Manager and Project Engineer, SMO, SSC, Hub/Facility Air Traffic Manager, Ft Worth Flight Procedures Office, ASW-200, ASW-54, ASW-470, ASW-510, ASW-530, ASW-700, and ASW-600 as appropriate	
<b>ACTIVITY COORDINATOR</b>	ANI Program Manager and/or Project Engineer	
<b>PRIOR NOTIFICATION</b>	Minimum of 10 working days, unless otherwise coordinated	
<b>ACTIVITY PRODUCT</b>	Signed FAA document on the agreed to the Scope of the project.	
	<b>PLANTS</b>	<b>ELECTRONICS</b>
<b>ACTIVITY</b>	<b>Pre-Engineering Meeting/Survey</b>	<b>Pre-Engineering Meeting/Survey</b>
<b>DESCRIPTION</b>	Engineer visits site to investigate current condition and collect design/engineering data. Provides site with initial data on scope of work. Normally more than one visit is required. In the case of a facility establishment or relocation, the survey. See Appendix 1	Engineer visits site to obtain engineering data and provide site with initial data on scope of work. Meetings typically occur during and following the construction phase. See Appendix 1
<b>PRINCIPAL PARTICIPANTS</b>	ANI Project Engineer, AOL, SMO, SSC, local Air Traffic, ASW-54, ASW-510, and property owner/manager, as appropriate.	ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic.
<b>ACTIVITY COORDINATOR</b>	ANI	ANI
<b>PRIOR NOTIFICATION</b>	Minimum of 10 working days, unless otherwise coordinated	Minimum of 10 working days, unless otherwise coordinated
<b>ACTIVITY PRODUCT</b>	Trip report that contains engineering data for project file.	Meeting minutes, and for certain products engineering data for project file.
<b>ACTIVITY</b>	<b>Site Selection Analysis (SSA) Meeting</b>	
<b>DESCRIPTION</b>	An Interdivisional Working Group (IDWG) meeting is convened to review and discuss data addressed in the site selection analysis report(s), present/receive additional supporting data, and make a final selection of a site for the project. See Appendix 2 "Site Selection Analysis Report" Outline.	
<b>PRINCIPAL PARTICIPANTS</b>	ANI Project Engineer and Project Manager, AOL, SMO, SSC, Hub/Facility Air Traffic Manager, Ft Worth Flight Procedures Office, ASW-200, ASW-54, ASW-470, ASW-510, ASW-530, ASW-700, for on-airport locations, include AIP and ASW-600	
<b>ACTIVITY COORDINATOR</b>	ANI	
<b>PRIOR NOTIFICATION</b>	Minimum of 10 working days, unless otherwise coordinated	
<b>ACTIVITY PRODUCT</b>	Signed FAA Form 2500-70	

ACTIVITY	Design Review Meetings	Design Review Meeting
DESCRIPTION	Meetings held at the 10, 20, and 50% design phases. Interested parties review plans and specifications and make change recommendations.	Meeting held at the 50% design phase. Interested parties review plans and specifications and make change recommendations.
PRINCIPAL PARTICIPANTS	ANI Project Engineer, AOL, ASW-470, SMO, SSC, ASW-510, and local Air Traffic	ANI Project Engineer, AOL, SMO, SSC, ASW-510, ASW-54, and local Air Traffic
ACTIVITY COORDINATOR	ANI	ANI
PRIOR NOTIFICATION	Minimum of 10 working days, unless otherwise coordinated	Minimum of 10 working days, unless otherwise coordinated
ACTIVITY PRODUCT	Meeting minutes	Meeting minutes
ACTIVITY	Phase I Coordination Meeting	Phase I Coordination Meeting
DESCRIPTION	Meeting held at the 90% design phase. Interested parties review plans and specifications and make change recommendations.	Meeting held at the 90% design phase. Interested parties review plans and specifications and make change recommendations.
PRINCIPAL PARTICIPANTS	ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic	ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic
ACTIVITY COORDINATOR	ANI	ANI
PRIOR NOTIFICATION	Minimum of 10 working days, unless otherwise coordinated	Minimum of 10 working days, unless otherwise coordinated
ACTIVITY PRODUCT	Meeting minutes	Meeting minutes
ACTIVITY	Pre-Bid Conference	No equivalent Electronic meeting
DESCRIPTION	Held prior to contract award. Contracting officer, engineers, and contractors meet to allow contractors and sub-contractors to ask questions about the bid package.	
PRINCIPAL PARTICIPANTS	ANI, AOL, ASW-50, Contractors, and others as appropriate.	
ACTIVITY COORDINATOR	ASW-50	
PRIOR NOTIFICATION	The Responsible Party will announce meeting via formal letter 10 working days in advance of meeting.	
ACTIVITY PRODUCT	Attendance sheet, and as required, amendments to solicitation.	
ACTIVITY	Phase II, Pre-Construction Meeting	Phase II Coordination Meeting
DESCRIPTION	Held after contract award. Contracting officer, engineers, and contractors meet to kick off the construction project and lay out rules and regulations that the contractor will follow.	Meeting held at the 100% design phase. Interested parties review plans and specifications and make final change recommendations.
PRINCIPAL PARTICIPANTS	ANI RE, Project Engineer, AOL, SMO, SSC, Contracting Officer, and local Air Traffic if applicable	ANI Project Engineer, AOL, SMO, SSC, ASW-510, and local Air Traffic.
ACTIVITY COORDINATOR	ASW-50	ANI
PRIOR NOTIFICATION	Minimum of 10 working days, unless otherwise coordinated	Minimum of 10 working days, unless otherwise coordinated
ACTIVITY PRODUCT	Completed pre-construction conference checklist for contract file	Meeting minutes

ACTIVITY	Construction Meetings	Installation Meetings
DESCRIPTION	Periodic meetings held throughout the electronics installation phase to discuss status and issues with SMO/SSC and Air Traffic representatives.	Periodic meetings held throughout the electronics installation phase to discuss status and issues with SMO/SSC and Air Traffic representatives.
PRINCIPAL PARTICIPANTS	ANI Installation personnel, AOL Optional, SMO, SSC, and local Air Traffic.	ANI Installation personnel, AOL Optional, SMO, SSC, and local Air Traffic.
ACTIVITY COORDINATOR	ANI	ANI
PRIOR NOTIFICATION	Minimum of 10 working days, unless otherwise coordinated	Minimum of 10 working days, unless otherwise coordinated
ACTIVITY PRODUCT	Meeting minutes.	Meeting minutes.
ACTIVITY	Contractor Acceptance Inspection (CAI)	Site Acceptance Testing (SAT)
DESCRIPTION	FAA engineers accept the completed project from the contractor following cleanup/ completion of all punch list items.	Vendor demonstration that the product/system meets applicable FAA standards and specifications. FAA accepts product/system from vendor following successful SAT.
PRINCIPAL PARTICIPANTS	ANI RE, Project Engineer, AOL, Contractor and SMO, SSC, Contracting Officer, and local AT if applicable.	ANI
ACTIVITY COORDINATOR	ANI/ASW-50	Should be established at the Phase II meeting
PRIOR NOTIFICATION	Minimum of 10 working days, or what was established at the Phase II meeting	Minimum of 10 working days, unless otherwise coordinated
ACTIVITY PRODUCT	Documentation identifying list of exceptions to the contract.	Signed AFF Form 256
PLANTS & ELECTRONICS		
ACTIVITY	Joint Acceptance Inspection (JAI)	
DESCRIPTION	System Management Office (SMO) acceptance of facility for maintenance and/or operation on a commissioned basis in the NAS. Documents the project has been completed in accordance with applicable standards and specifications, and permits SMO to identify exceptions.	
PRINCIPAL PARTICIPANTS	ANI Resident Engineer or Installation person, AOL, SMO, SSC, ASW-54, and local Air Traffic.	
ACTIVITY COORDINATOR	ANI	
PRIOR NOTIFICATION	45 day notice should be given at the beginning of the project, Final scheduled date one week notice	
ACTIVITY PRODUCT	Completed FAA Form 6030, series 18-25	
ACTIVITY	Closeout/Capitalization	
DESCRIPTION	Terminate project and transfer property to the site.	
PRINCIPAL PARTICIPANTS	ANI, SMO, SSC, ASW-54 and Local Air Traffic	
ACTIVITY COORDINATOR	ANI	
PRIOR NOTIFICATION	After all charges have been accounted for in the accounting system.	
ACTIVITY PRODUCT	Incoming equipment documents, Property records transfer documents (FAA Form 4650-12), Excess equipment documents (FAA Form 4800). All participants provide copies of all charges \$500 and greater to ASW-54C for documentation of centralized F&E folders.	